

# Anne Marie Hopperstead

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Digital Portfolio: [www.amhdesigns.net](http://www.amhdesigns.net)

## VISUAL / GRAPHIC DESIGNER

Graphic designer experienced in iterative design process. Detail-oriented with a preference for high quality and technical expertise. Demonstrates objective decision-making. Enjoys efficiency, seeks to remove process redundancies. Earned reputation for work ethic throughout career, earned promotions and trust to take on additional responsibilities. Shows initiative. Enjoys learning and professional development. Has designed for both adults and children.

### **Work Experience**

*Graphic Production Artist*

*Nov 2022 - Nov 2023*

*Milestone Systems (SaaS company offering video management software, aka VMS)*

*Lake Oswego, OR*

Hired to support Creative Services Manager, adding capacity to the marketing team. Charged with in-house production and development of creative assets used internally and externally for print, web ads, photography retouching, swag, event, and presentations while adhering to brand standards and guidelines.

- Earned reputation with management for completing design process and delivering work product early, allowing time for review and edits while meeting stakeholder requests, goals, plans concepts or project specs
  - Earned positive feedback and able to take constructive feedback and apply it to projects as needed to produce desirable outcomes
- Managed projects to develop creative assets end to end, including QA.
  - Assets were used for the company's marketing regionally, domestically, and internationally: Canada, Central & South America and EMEA (DK).
  - Managed and organized asset library and maintained naming conventions for master files, and subsequent versions
- Collaborated, managed stakeholder relationships. Reviewed design proofs, resolved discrepancies, confirmed project goals, timeline, process, and resources
- Participated and absorbed information in in-person and virtual team meetings, learning about marketing team's contributions to organization and importance of team roles
  - Engaged in communication within the team to determine their needs and anticipate what might be needed next

- Convey the current creative service workload capacity at any given time

*Intern*

*Jan 2020 - Sept 2020*

*Swedemom Center of Giving (Nonprofit creating financial stability for nonprofit organizations)  
McMinnville, OR*

Chosen for internship through community college for 3 months. Upon completion of internship, extended offer to join as an employee for additional 6 months.

- Redesigned and re-launched organization's website along with creating a sister website for community facing communication, marketing and donation collection. Consulting for CEO/Founder and Operations Lead, gathered visual specifications and brand identity to make an accessible and easy to use webpage.
- Supported fundraising campaign for successful event by creating landing and event pages
- Contributed to inventory and data entry donated items on website, enabling organization to earn revenue. Earned positive performance feedback for productivity
- Engaged with clients, answered phones and emails, discerned their needs, scheduled pick-ups, routed requests appropriately

*Hardware Area Coordinator*

*July 2005 - Feb 2019*

*Bi-Mart (Regional retailer in Northwest US)  
McMinnville, OR*

Started as cashier. Promoted to full-time Hardware Associate within a month. Also supported Houseware department. Earned promotion to Hardware team lead role.

- Led team of up to 4 staff. Contributed to budgetary and merchandise decisions:
  - Managed \$200K+ inventory across floor and warehouse, with focus on ensuring availability for items advertised, often coordinating across stores
  - Traveled up to 5 stores regionally, consulting for store managers on efficient inventory management across sales floor and warehouse, improving organization and processes. As result, built relationships across region and corporate office
  - Supported department manager
- Trained 30+ new hires across 9 departments on store procedures, safety, product knowledge. Mentored early career employees, contributing to promotion to team lead role, building confidence
- Managed multiple team projects, leading teams to reorganize store layouts, execute inventory, perform deep cleaning. Temporarily supported with bookkeeping tasks
- Created eye-catching merchandising displays and compelling signage, leading to earning top 10 ranking among 70 stores based on item SKUs and sparking personal interest in graphic design

- Delivered excellent customer service while further developing communication skills across multiple channels
- Trained on cashiering and closing duties including balancing the safe

### **Technology Skills**

- **Design:** Adobe Creative Suite(InDesign, Photoshop, Illustrator), Acrobat, Wrike, WeTransfer
- **Word processing:** Microsoft Suite, GSuite
- Branding
- Digital and Print Production Design
- Photo Manipulation
- Logo and Icon Design
- Illustration

### **Education**

Chemeketa Community College  
Visual Communications program  
Associate of Applied Science (AAS)  
Major in Graphic Design